



CONSTRUCTION PERMIT APPLICATION

ZONING
☐ Attached
☐ _____

PLANNING & BUILDING • COUNTY OF SAN LUIS OBISPO
976 OSOS STREET • RM 200 • SAN LUIS OBISPO • CA • 93408 • (805) 781-5600

Departmental
Use Only

Do Not Mark

[Staff Apply
Label Here]

PROPERTY INFORMATION

Assessor Parcel Number(s): _____ Size of Lot: _____
Address: _____

APPLICANT / PROFESSIONAL INFORMATION (Check ☐ for contact. Agents must have [Authorization of Agent](#).)

☐ Landowner Name _____ Phone: _____

Mailing Address _____

Email Address _____

☐ Licensed Professional _____ Phone: _____

Mailing Address _____

License: _____ Email _____

☐ Licensed Contractor _____ Phone: _____

Mailing Address _____

License: _____ Email _____

☐ Agent for ☐ Contractor ☐ Owner _____ Phone: _____

Mailing Address _____

Email Address _____

PROJECT INFORMATION (please fill out this section completely)

Scope of Work: _____

Valuation: \$ _____

Occupancy: _____ Type of Construction: _____

- Structure Info - Conditioned Area _____ sq. ft. • Unconditioned Area _____ sq. ft. • Deck/Porch/Patio _____ sq. ft.
- Retaining Wall Length _____ lin. ft. • Bedrooms _____ • Bathrooms _____ • Stories _____ • Roof Height _____ ft.
- Utilities - ☐ Well ☐ Septic ☐ Public _____
- Grading - Cut _____ c.y. Fill: _____ c.y. Total _____ c.y. Slope: _____ Area of disturbance _____ ac.
- Impervious surface area _____ sq. ft. (May require separate [Stormwater Control Plan Application](#))

WASTE MANAGEMENT - RECYCLING PLAN

Are you planning to

- ☐ A) use an Integrated Waste Management Authority (IWMA)-certified construction and demolition waste recycling facility? **or**
- ☐ B) use other recycling and disposal facilities? (complete [Detailed Recycling Form](#))

BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:

- ☐ I am the property owner, contractor, or am authorized to act on the property owner's behalf, and the information I have provided above is correct. I acknowledge that I have read and understand the information contained herein.
- ☐ I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- ☐ I authorize representatives of this city or county to enter the above-identified property for inspection purposes.
- ☐ My construction permit application is public record and is therefore published in the weekly reports on the San Luis Obispo County Planning and Building Department's website, as well as in the public information area. All references to names, addresses, telephone numbers, and project information will be part of this public record. All applications must be filed under the property owner's name and address; however, I may use an alternate contact address and telephone number.
- ☐ I acknowledge **my application will expire after 12 months (6 months for Code Enforcement)**, if not issued by that time.

Signature of Owner / Authorized Agent _____

Date _____

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Signature _____ Date _____

DISCLOSURES (please initial 'yes' or 'no' for each)

- ☐ Yes ☐ No I have signed and completed the required [Hazardous Waste and Substances Statement Disclosure](#).
- ☐ Yes ☐ No This project requires me to obtain a D.O.S.H. Hazardous Activities Permit.
- ☐ Yes ☐ No I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Name & Address of Lender: _____

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do ☐ all of or ☐ portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.).

☐ I am exempt from licensure under the Contractors' State License Law for the following reason:

☐ I have signed and completed the [Owner-Builder Notice to Property Owner](#) form

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following website: <http://www.leginfo.ca.gov/calaw.html>.

Signature of Owner/Authorized Agent _____ Date: _____

WORKERS' COMPENSATION DECLARATION

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in section 3706 of the Labor Code, interest, and attorney's fees. I hereby affirm under penalty of perjury one of the following declarations:

____ I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No. _____

____ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:
Carrier _____ Policy Number _____ Expiration Date _____
Name of Agent _____ Phone # _____

____ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature of Owner/Authorized Agent/Contractor _____ Date: _____

NOTE: Applications will become null and void if not issued within 6 months (2 months for Code Enforcement applications), and applicant will need to resubmit and repay fees.



HAZARDOUS WASTE AND SUBSTANCES STATEMENT DISCLOSURE

PLANNING & BUILDING DEPARTMENT • COUNTY OF SAN LUIS OBISPO
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Project Title: _____ **Project APN(s):** _____

HAZARDOUS WASTE AND SUBSTANCES

Per Government Code section 65962.5, known as the 'Cortese List' (AB3750), I have consulted the following websites/lists to determine if the subject property contains hazardous wastes or substances:

- List of Hazardous Waste and Substances sites from Department of Toxic Substances Control (DTSC) EnviroStor database (<http://www.envirostor.dtsc.ca.gov/public/>)
- List of Leaking Underground Storage Tank Sites by County and Fiscal Year from Water Board GeoTracker database (<http://geotracker.waterboards.ca.gov/>)
- List of solid waste disposal sites identified by Water Board with waste constituents above hazardous waste levels outside the waste management unit (PDF). (<http://www.calepa.ca.gov/SiteCleanup/CorteseList/CurrentList.pdf>)
- List of "active" CDO and CAO from Water Board PLEASE NOTE: This list contains many Cease and Desist Orders and Cleanup and Abatement Orders that do NOT concern the discharge of wastes that are hazardous materials. (<http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm>)
- List of hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code, identified by DTSC (<http://www.calepa.ca.gov/SiteCleanup/CorteseList/SectionA.htm>)

After consultation with each of the lists provided on the above websites, I verify that the subject parcel(s) and proposed development (and any alternative development sites, if applicable) (Check box):

- ☐ Is not included on any of lists found on the above-referenced websites.
- ☐ Is included on one or more of the lists found on the above-referenced websites. Pursuant to Section 65962.5 of the Government Code. the following information is provided related to this site/application:

Name of applicant: _____

Address: _____

Address of site (street name & number if available, City, State and ZIP Code): _____

Local agency (city/county): _____

Assessor's book, page, and parcel number: _____

Specify any list pursuant to Section 65962.5 of the Government Code: _____

Regulatory identification number: _____

Date of list: _____

Signature of Applicant

Name of Applicant (Print)

Date

Telephone



SITE CHECK WAIVER AND SITE PLAN CHECKLIST

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Site Plan and Project Layout Checklist

- ☐ North arrow placed in box provided.
- ☐ Exterior property boundaries / dimensions shown
- ☐ All existing and proposed structures identified as to what their uses are or are proposed to be
- ☐ Dimensions for all existing and proposed structures
- ☐ Distances between all existing & proposed structures and between all structures & the property lines
- ☐ Location of all existing and proposed wells and the location of all wells within 100 feet of the property
- ☐ Location of septic tank and leach field
- ☐ Location of any creeks, streams, rivers, or lakes
- ☐ Distances between well(s), septic tank, leach field and creek, streams, rivers or lakes
- ☐ Location of proposed and existing driveways
- ☐ Location of off-street parking spaces, number of spaces, and dimensions
- ☐ Location of adjacent streets and alleys
- ☐ Location of all easements (water, sewer, road, open-space, etc)
- ☐ Path of drainage on and off the property
- ☐ Vicinity map –(Please attach)

Permit Label

Site Check Waiver Request STATEMENT OF COMPLIANCE:

I / We understand this request is to waive your department's preliminary site inspection prior to permit issuance. The purpose of this inspection is to identify any special site specific circumstances such as drainage, expansive soil conditions, high ground water, unstable soil, foundation or other concerns that affect the project's design or scope of work.

I / We certify that, to the best of my/our knowledge, none of the above conditions exists on the site or, if any do exist, the project has been designed to mitigate them.

I / We acknowledge our responsibility to complete all work in accordance with the requirements of the technical codes and the construction and land use ordinances.

I / We agree to comply with any additional requirements identified by the county building inspector during the construction process.

I / We agree to stop work at the Building Inspector's request and obtain the services of a professional engineer or architect, licensed in California, to design all necessary corrective measures.

Print Name of Owner / Authorized Agent

Date

Signature of Owner / Authorized Agent

Date



CONSENT OF LANDOWNER

PLANNING & BUILDING DEPARTMENT • COUNTY OF SAN LUIS OBISPO
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I (we) the undersigned owner of record of the fee interest in the parcel of land located at
(print address): _____, identified as
Assessor Parcel Number _____, for which a construction permit, land use permit,
land division, general plan or ordinance amendment, or LAFCo application referral is being filed with the
county requesting an approval for: _____
(specify type of project, e.g., addition to a single family residence; general plan amendment), do hereby
certify that:

1. Such application may be filed and processed with my (our) full consent, and that I (we) have authorized the agent named below to act as my (our) agent in all contacts with the county and to sign for all necessary permit applications in connection with this matter. Permits shall be issued to a licensed contractor or a NOTICE TO OWNER/BUILDER form will be completed prior to permit issuance.
2. I (we) hereby grant consent to the County of San Luis Obispo, its officers, agents, employees, independent contractors, consultants, sub-consultants and their officers, agents, and employees to enter the property identified above to conduct any and all surveys and inspections that are considered appropriate by the inspecting person or entity to process this application. This consent also extends to governmental entities other than the county, their officers, agencies, employees, independent contractors, consultants, sub-consultants, and their officers agents or employees if the other governmental entities are providing review, inspections and surveys to assist the county in processing this application. This consent will expire upon completion of the project.
3. If prior notice is required for an entry to survey or inspect the property. Please contact:
Print Name: _____
Daytime Telephone Number: _____
4. I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property (dogs, hazardous materials or specify none): _____

Person or entity granting consent:

Print Name: _____

Print Address: _____

Daytime Telephone Number: _____

Signature of landowner: _____ Date: _____

Note: A copy of the property owner's driver's license, form notarization, or other acceptable verification is required to be presented when the permit application is submitted to verify the property owner's signature.

Authorized agent:

Print Name: _____

Print Address: _____

Daytime Telephone Number: _____

Signature of authorized agent: _____ Date: _____

Before a building permit application can be accepted for, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit.



OWNER/BUILDER NOTICE TO PROPERTY OWNER

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Dear Property Owner:

An application for a building permit, number **PMT** _____ - _____ has been submitted in your name listing yourself as the builder of the property improvements specified at (project address) _____.

We are providing you with an Owner/Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner/Builder. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the San Luis Obispo County Building Official.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION DIRECTIONS:

Read and initial each statement below to signify you understand or verify this information.

____ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner/Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner/Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner/Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

____ 3. I understand as an "Owner/Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

____ 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____ 7. I understand under California Contractors' State License Law, an Owner/Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

____ 8. I understand as an Owner/Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

____ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

____ 10. I am aware of and consent to an Owner/Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

____ 11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner/Builders as well as employers.

____ 12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form.

Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed contractors may be in civil court. It is also important for you to understand that if an unlicensed contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner/Builder and wish to hire contractors, you will be responsible for verifying whether or not those contractors are properly licensed and the status of their Workers' Compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit.

Note: A copy of the property owner's driver's license, form notarization, or other acceptable verification is required to be presented when the permit is issued to verify the property owner's signature.

Print Name _____ Signature of Property Owner _____ Date: _____



LANDSCAPE PROJECT INFORMATION

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Departmental
Use Only

Do Not Mark

*[Staff Apply
Label Here]*

PROPERTY INFORMATION

Assessor Parcel Number(s): _____

PROJECT

Project Type (new dwelling, commercial, or rehab) _____

- ☐ Currently this project **does not** include landscaping. I am aware that future landscape installations may be required to comply with the Model Water Efficient Landscape Ordinance (MWELO) requirements per California Code of Regulations, Title 23, Division 2, Chapter 2.7.
- ☐ This project **does** incorporate landscaping. Refer to the table on the next page for help estimating your landscape area.

Total Landscape Area (sq. ft.): _____ Turf Area (sq. ft.): _____
Non-Turf Plan Area (sq. ft.): _____

Special Landscape Area (Edible plants or areas irrigated with recycled water (sq. ft.): _____

Water Type (*potable, recycled, well*): _____

Name of water purveyor (*If not served by private well*): _____

COMPLIANCE METHOD

Refer to the flow chart on the back to determine the compliance method for your project.

- ☐ Performance (Submit Performance Based Compliance Package – requires 3rd party verification)
- ☐ Prescriptive (Submit Prescriptive Compliance Package)
- ☐ Exempt (Under 500sq. ft)

BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:

- ☐ I am the property owner, contractor, or am authorized to act on the property owner's behalf, and the information I have provided above is correct. I acknowledge that I have read and understand the information contained herein.

Signature of Owner / Authorized Agent

Date

Special Landscape Area (SLA)¹	
Edible Plants/Garden Area	sq.ft.
Area Irrigated with Recycled Water	sq.ft.
Water Feature with Recycled Water	sq.ft.
Total of Special Landscape Area	sq.ft.
Landscape Area (LA) – New or Substantially Rehabilitated¹	
Irrigated Turf	sq.ft.
Mulched Tree and/or Shrub Area (irrigated)	sq.ft.
Perennials and/or Ground Cover (irrigated)	sq.ft.
Annuals (irrigated)	sq.ft.
Future Landscape Areas (future areas to be planted and irrigated)	sq.ft.
Water features (e.g. fountains)	sq.ft.
Total of Landscape Area	sq.ft.
¹ Landscape area means all the planting areas, turf areas, and water features in a landscape design plan. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious and non-pervious hardscapes, and other non-irrigated areas designated for non-development such as open spaces and existing native vegetation.	

Total Landscape Area (SLA + LA) _____ **sq.ft.**

